



**Department of Energy**  
Washington, DC 20585

**FEB 01 2007**

**MEMORANDUM FOR DISTRIBUTION**

**FROM:**

MARK W. FREI *Mark W. Frei*  
DEPUTY ASSISTANT SECRETARY FOR  
PROGRAM PLANNING AND BUDGET

**SUBJECT:**

Participation of the Environmental Management Site  
Specific Advisory Board in Environmental  
Management Budget Requests

The purpose of this memorandum is to transmit guidance regarding the involvement of the Environmental Management Site Specific Advisory Board (EM SSAB) in the EM budget request process.

To assist your advisory boards with planning their schedules, a copy of the Fiscal Year (FY) 2009 Environmental Management (EM)/Chief Financial Officer (CFO) Consolidated Budget Calendar is attached.

The following guidance will establish a consistent approach for EM SSAB involvement:

**EM Budget Guidance for the Budget Year <sup>1</sup>**

- Budget Year information may be provided to the EM SSAB at the Program Baseline Summary (PBS) level. Any information beyond the budget year should be provided at the site level only.
- Following issuance of the EM Budget Guidance, schedule an advisory board briefing on planned accomplishments for the work scope, priorities, schedules/milestones, five-year targets, and compliance projections. Establish an agreed upon timeframe to allow the EM SSAB to review and provide input in a timely manner supporting the proposed budget submission to EM.
- Submit the EM SSAB's advice, with the site's recommended course of action, to EM Headquarters with the budget submission. Provide a copy of the site's recommendation to the EM SSAB. **At this point, dollar amounts within the budget request become "Embargoed." Upon submission of the budget request to EM Headquarters, only the work scope related to target and over target requests may be discussed.**

---

<sup>1</sup> Budget Year – The year for which funds are being requested.



**President's (Congressional) Budget Request <sup>2</sup>**

- Within 30 days, provide a briefing to the EM SSAB outlining planned accomplishments at the President's request level. Provide an assessment of impacts.

**Receipt of Appropriation**

- Within 30 days of receipt of an appropriation including amounts received under a Continuing Resolution, provide a briefing to the EM SSAB on the appropriation and funding allocations or any continuing resolutions and potential impacts. This briefing should also include a synopsis of the previous year's performance to include information such as carryover amounts, actual versus planned expenditures, and baseline performance metrics.

This guidance does not supersede any existing legal agreements. Field sites are to continue to involve the EM SSAB in accordance with existing agreements. No additional actions are required if existing agreements meet the intent of this guidance.

If you have any further questions, please contact Ms. Cynthia Rheaume, Director for the Office of Budget, at (202) 586-5314 or Ms. Melissa Nielson, Director for the Office of Public and Intergovernmental Accountability, at (202) 586-0356.

Attachment

---

<sup>2</sup> Occurs on the first Monday of each February.

---

### Distribution

David C. Moody, Manager, Carlsbad Field Office (CBFO)  
Elizabeth D. Sellers, Manager, Idaho Operations Office (ID)  
William J. Taylor, Acting Manager, Ohio Field Office (OH)  
Gerald Boyd, Manager, Oak Ridge Office (OR)  
Roy J. Schepens, Manager, Office of River Protection (ORP)  
William E. Murphie, Manager, Portsmouth/Paducah Project Office (PPPO)  
Keith A. Klein, Manager, Richland Operations Office (RL)  
Jeffrey M. Allison, Manager, Savannah River Operations Office (SR)  
Alice Williams, Director of Environmental Projects, NNSA (NA-56)

#### cc:

C. Anderson, EM-2  
I. Triay, EM-3  
C. Rheaume, EM-31  
M. Nielson, EM-13  
R. Provencher, ID  
C. Ott, ID  
S. Connor, NNSA  
S. McCracken, OR  
J. Penry, OR  
S. Olinger, ORP  
K. Ensign, ORP  
R. Knerr, PPPO  
J. Schwier, RL  
G. Jones, RL  
S. Blanding, SR  
W. Spader, SR

## FY 2009 EM/CFO Consolidated Budget Calendar

Activity	Time Frame
CFO Issues Field Budget Call	Nov 16
Field budgets (infrastructure, Safeguard and Security, Exhibit 300s, and other crosscutting info) submitted to Headquarters (HQ) Program Secretarial Officers (PSOs) (Field Budget Call submittals); CFO Issues Program & Fiscal Guidance to PSO's	Feb 15  Feb 23
EM Guidance with Funding Targets Issued to Field –Integrated Planning Accountability Budgeting System (IPABS) Open for Planning Data Collection Briefing Templates Distributed (Budget Narrative Collection delayed)	
EM Field Management Briefings ( Budget Request) per EM Guidance to EM HQ Management	March 26 - 30
Preliminary EM Summary Integrated Priority List (IPL) with site-level Target (T)/OverTarget (OT) allocations based on field presentations prepared by HQ Office of Business Operations (EM-30)	April 6
Assistant Secretary for Environmental Management (EM-1) and Deputy Assistant Secretary for Environmental Management (EM-2) complete review of preliminary EM Summary IPL and site funding allocations (T/OT); EM issues preliminary decisions with IPL to field in preparation for EM Corporate Review Board	April 13
EM Convenes Corporate Review Board with Field Management to discuss preliminary EM-Wide IPL; Summary IPL finalized; Detailed IPL developed based on briefings / decisions	April 18
EM Submission of Corporate Program Review Documents (IPL) to CFO CFO issues Office of Management and Budget (OMB) Budget Call and Formats	May 4
CFO Initiates Review and Decisions Process; CFO A-Team provides recommendations to EM; EM Briefs the Secretary of the Department of Energy (S-1) & the Deputy Secretary of the Department of Energy (S-2); EM IPABS open for Field Budget Narrative Updates to Match EM Corporate IPL submission	May 4 – June 15
Draft S-1 Decisions and Appeal Process	June 15 – 29
CFO Issues final Program Decision Memorandum (PDM)	June 29
OMB Budget Developed based on PDM Decisions	July
EM submits Draft OMB Submission to CFO for review	August 3
CFO Review/Resolve Outstanding Issues/CFO comments back to PSOs	August
Final Budget Submitted to OMB	September 7

## **Environmental Management Site Specific Advisory Board**

**Fernald  
Hanford  
Idaho**

**Nevada  
Northern New Mexico  
Oak Ridge**

**Paducah  
Rocky Flats  
Savannah River**

June 19, 2006

Mr. James A. Rispoli  
EM-1/DOE-HQ Forrestal Building  
U. S. Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585

Dear Mr. Rispoli:

### **Recommendation for EM SSAB Input to Future Site Environmental Budget Requests**

The Environmental Management Site-Specific Advisory Board (EM SSAB) would like to express our gratitude for your active participation at our recent Chairs' meeting. As you know, at the meeting we discussed the President's FY 2007 budget for Environmental Management (EM), which contains major cuts in the budgets requested by individual sites. The EM SSAB Chairs are very concerned that this will result in insufficient funds for existing commitments on cleanup activities and regulatory compliance. The EM SSAB Chairs recommend that the development of EM budgets include EM SSAB participation to assist in establishing priorities and requested budgets for environmental actions.

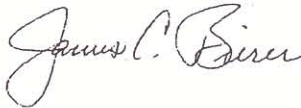
As a result of the budget shortfalls, regulatory requirements, commitments to stakeholders, and continued risk reduction will not be comprehensively addressed. At some sites risk may actually increase. Many of the positive benefits of existing partnering relationships between DOE, stakeholders, and regulatory agencies at individual sites may be negatively impacted by these shortfalls. No doubt these budget reductions will result in delays in cleanup actions, increased costs for total cleanup, and likely penalties or fines to be paid by DOE.

Many EM SSABs have not been able to effectively participate in the recent site EM budget processes. In recent years, the loss of input by many of the local EM SSABs has resulted in surprise and concern within the EM SSAB for the priorities identified for EM budgets in the coming years. Some sites have individual environmental contamination issues of extreme concern. One example is the contamination of a sole-source aquifer, which apparently does not rank high in the set of proposed EM priorities. The stated EM objective of risk reduction at sites can be better implemented by a risk-informed decision process involving the EM SSAB, other stakeholders, and the regulatory agencies at each site.

The EM SSABs request to be included in a consistent and effective EM budget process to assist in the establishment of priorities and levels of funding for each site. To implement this process, the EM SSABs request that EM provide guidance to site managers to work with EM SSABs to assist in the establishment of EM budget priorities and allocations for sites.

Mr. James A. Rispoli  
June 19, 2006  
Page 2

The EM SSABs look forward to providing continued advice to and in support of DOE's environmental cleanup activities at individual sites. We believe our knowledge and recommendations about concerns of the local citizens can be of benefit to individual sites and to the EM complex.



Jim Bierer, Chair  
Fernald Citizens Advisory Board



Kerry Trammell, Chair  
Oak Ridge Site Specific Advisory Board



Todd Martin, Chair  
Hanford Advisory Board



Chad Kerley, Chair  
Paducah Gaseous Diffusion Plant  
Citizens Advisory Board



Bill Flanery, Co-Chair  
Idaho National Laboratory Site EM  
Citizens Advisory Board



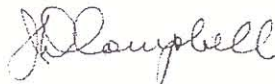
Gerald DePoorter, Chair  
Rocky Flats Citizens Advisory Board



Kathleen Peterson, Chair  
Nevada Test Site Citizens Advisory Board



Karen Patterson, Chair  
Savannah River Site Citizens Advisory  
Board



J.D. Campbell, Chair  
Northern New Mexico Citizens Advisory  
Board

cc: Mark Frei, EM-30  
Doug Frost, EM-13  
Frank Marcinowski, EM-10  
Melissa Nielson, EM-13





**Department of Energy**  
Washington, DC 20585

July 31, 2006

Mr. J.D. Campbell  
Chair  
Northern New Mexico  
Citizens Advisory Board  
P.O.Box 1770  
El Prado, NM 87529

Dear Mr. Campbell:

This is in response to your June 19, 2006, letter regarding the fiscal year 2007 Congressional Budget Request for the Environmental Management (EM) program and your recommendation to involve Site Specific Advisory Boards (SSABs) in the development of future site environmental budget requests.

My staff is currently considering the request of the EM SSABs and will develop guidance for its site managers. At that time, the Environmental Management Office of Public and Intergovernmental Accountability will provide a copy of the guidance to you.

If you have any further questions, please contact me at (202) 586-7709 or Mr. Mark Frei, Deputy Assistant Secretary for Program Planning and Budget, at (202) 586-8754, or Ms. Melissa A. Nielson, Director, Office of Public and Intergovernmental Accountability, at (202) 586-0356.

Sincerely,

A handwritten signature in dark ink, reading "JA Rispoli".

James A. Rispoli  
Assistant Secretary for  
Environmental Management

